



California Department of Corrections
INFORMATIONAL BULLETIN

**Subject: AVAILABILITY OF FIFTEEN NEW
AND REVISED CASE RECORDS
SERVICES FORMS**

Number:

02/20

Date Issued:

December 27, 2002

The purpose of this Informational Bulletin is to officially announce the availability of fifteen new and revised California Department of Corrections' (CDC) Correctional Case Records Services forms. These forms were revised and created to reorganize and rearrange the placement of forms and documents within the Central File (C-File).

Effective upon receipt of this bulletin, these forms may be ordered from Prison Industry Authority on a CDC Form 1853, Reproduction Order. Begin utilizing these forms and destroy any old unused forms as new supplies are received.

Revised Form:

- **CDC Form 261 (Rev. 12/02), Order Of Filing.** This form is used as the guide and direction on how to set up the C-File. The list on this form has been updated to include many forms and documents that have been developed since the last revision in 1986. The title of the form has also changed from "The File Format." Upon receipt of adequate supplies, Reception Center Case Records Offices shall begin using the revised CDC Form 261 in the central files for newly arrived inmates. This is a two-sided form, printed on 8½" x 14" yellow index paper, and available in sets of 250.

New Forms:

The following new file divider sheets are used for the separation of specified documents when placed in the C-File. Each form will be one-sided, printed on 8½" x 14" yellow index paper, and available in sets of 250.

- **CDC Form 3020-A (12/02), File Divider - Legal Section.** Separates the legal documents by case number.
- **CDC Form 3020-B (12/02), File Divider - Classification Section: CDC Form 839, CDC Form 840 and CDC Form 841.** Separates these documents within the Classification Section.
- **CDC Form 3020-C (12/02), File Divider - Classification Section: CDC Form 812, CDC Form 812-A, and CDC Form 812-B.** Separates these documents within the Classification Section.
- **CDC Form 3020-D (12/02), File Divider - HWD.** Separates the holds, wants, or detainer documents by warrant/case number within the Detainer Section.
- **CDC Form 3020-E (12/02), File Divider - Non-Confidential Requests And Notices Upon Release.** Separates the requests for notice prior to the release of the inmate that are non-confidential.



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The following forms separate the specified groups of documents in the Board of Prison Terms (BPT) Section of the C-File:

- **CDC Form 3020-F (12/02), File Divider – BPT Section-Mentally Disordered Offenders (MDO).**
- **CDC Form 3020-G (12/02), File Divider – BPT Section-Sexually Violent Predator (SVP).**
- **CDC Form 3020-H (12/02), File Divider – BPT Section-Parole Violations.**
- **CDC Form 3020-I (12/02), File Divider – BPT Section-Appeals.**
- **CDC Form 3020-J (12/02), File Divider – BPT Section-Legal Status Review.**
- **CDC Form 3020-K (12/02), File Divider – BPT Section-Life Prisoners.**

Chrono Forms:

Each is a one-sided form, printed on 8½ " x 14" white bond paper, and available in sets of 500.

- **CDC Form 109 (Rev. 12/02), Chrono Sheet-Work Reports/Education.** This revised form has added the word "Education" to the title, and will be used to include the placement of all chronos relating to work assignments and/or education matters.
- **CDC Form 109-A (12/02), Chrono Sheet-Disciplinary.** This new form will be used to place disciplinary chronos in the Disciplinary Section of the C-File.
- **CDC Form 109-B (12/02), Chrono Sheet-Medical.** This new form will be used to place all medical chronos in the General Chrono Section of the C-File.

Please inform all persons concerned of the contents of this bulletin. Additional information for case records staff will be forthcoming in an Instructional Memorandum. Please direct any inquiries regarding this bulletin to Judy Jasso, Associate Governmental Program Analyst, Case Records Services, at (916) 324-3445.

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Attachments